

**Dryden Policy Directive**

**Directive: DPD 3771.1**

Effective Date: July 1, 1997

Expiration Date: July 1, 2002

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**RESPONSIBLE OFFICE:** H/Human Resources Management and Development Office

**SUBJECT:** Dryden Employee Grievances

**1. PURPOSE AND APPLICABILITY**

The NASA Grievance System recognizes the importance of bringing to light, preventing, and/or seeking early, informal resolution of employment-related disputes and of treating all employees reasonably and fairly. The grievance system at Dryden Flight Research Center will be carried out as provided for in NPG 3771.1E. This Directive, DPD 3771.1, supplements NPG 3771.1E to set forth specific provisions peculiar to Dryden. Together, NPG 3771.1 and DPD 3771.1 provide the instructions necessary to operate the grievance system at Dryden, and copies of each will be provided to each supervisor at Dryden.

**2. AUTHORITY**

a. Title 5, CFR, Part 771.

b. NPG 3771.1E.

**3. RESPONSIBILITIES**

a. The Center Director has overall responsibility for administration and operation of the Dryden grievance system. In addition, the Center Director designates employees to serve as Fact Finders.

b. The Chief, Human Resources Management and Development Office is responsible for:

- (1) Coordinating and administering the grievance system at Dryden,
- (2) Providing necessary information to employees, supervisors, other management officials, and fact finders, including distribution of the provisions of the NASA Grievance System to all employees, and
- (3) As requested, selecting fact finders from the list of employees designated by the Center Director to serve on specific grievances.

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c. Supervisors are responsible for acting constructively, promptly, and fairly on any matter which is of concern to employees.

d. Deciding Officials are responsible for:

- (1) Giving each grievance full, impartial, and timely consideration,
- (2) Assuring their reviews include, but are not limited to, the issues of fact and compliance with NASA policy and procedures,
- (3) Determining when a Fact Finder is needed and requesting the Chief, Human Resources Management and Development Office to select one from the list of employees designated by the Center Director,
- (4) Initiating corrective action when appropriate, and
- (5) Providing the employee with a timely written decision.

#### 4. **DELEGATION OF AUTHORITY**

a. The authority to decide informal grievances is delegated to the first level supervisor. Upon an employee's request, and for an acceptable reason, a second level supervisor may decide.

b. The authority to decide formal grievances is delegated to the Deputy Center Director, Associate Center Director, or appropriate organizational Director.

Kenneth J. Szalai  
Director